

BDS

Items Discussed with

on Thursday, 16 May 1963

STAT

JOB SHEET

1. Revised for all analysts and copy to 5/3/63.
2. Change in T/O to eliminate detailed organization breakdown.

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REPUBLIC AVIATION

1. 18,000 employees
2. Systems and Procedures Staff of 40 includes:
Management Services; Records Management 10;
Data Processing.
3. Systems and Procedures Reports to Director
of Administration.
4. Basic Punched Card System and Computer.
5. Generate 24 reels of tape per day.

Records Management Officers Meeting

11 June - State Department Records Classification
System

AREA

1. Membership primarily for big business in New York area.
2. Former Federal Government employees now head up some of the large Industrial Records Management Programs - IBM - Union Carbide.
3. Conference attended by about 200 - primarily from industry - but HEW; Selective Service and State Dept. attended. Also [redacted] and [redacted] from Agency.
4. U. S. Government has made more progress in Records Management than industry.

TIME AND LIFE

1. Central System for mail and messenger service.
2. Staff Service 23 - S rves [redacted]
3. Delivers direct to addressee
4. Manual Mail Carts - Sorter Graf
5. Conveyors and Tubes
6. Employs college boys - 100% turnover
7. $\frac{1}{2}$ hour delivery service
8. No special service in building
9. Special service provided Outside of Building and the Requester is charged for it.

EQUITABLE LIFE

1. Central System - $\frac{1}{2}$ hr. delivery
2. Staff of 123 serves
3. Delivers in bulk to specified points
4. Uses motorized carts
5. Conveyors - No pneumatic tubes
6. Employs older men
7. Communications Manual
8. No special delivery in building
9. Specials outside building - Service charge
10. Average 70 mail bags received per day.
11. Large volume opened and read for distribution
12. Large volume of inserting and sealing for outgoing.

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SPACE

1. discussion
2. SRD Project/Night Shift

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FIRST NATIONAL CITY BANK

1. Automation in its infancy here.
2. Use Pneumatic Tube and Conveyor.
3. Basic Record of Depositors on 4x6 cards housed in Remington Rand Kard-Veyer.
4. Friden Mail Moving Equipment to carry Intra Departmental Mail.
5. Extensive Communications set up.

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EX Registry

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WH REGISTRY SURVEY

1. Commendation
2. Results -
 - a. Saving in overtime, 85% - \$8,000
 - b. Elimination of excessive logging
 - c. Equipment \$2,600

FEDERAL RECORDS MANAGEMENT OFFICERS CONFERENCE

1. 17-20 June
2. Should OTR sponsor me?